

Chairman:
CRAIG A. GREENING
Members:
Q. J. HUMPHREYS
DENNIS C. MILLER
JOHN L. PARKER
DIANA STOUT
EVERETTE SULLIVAN

Committee for the Purchase of Commodities and Services from the Handicapped

ROOM E-108
STATE CAPITOL BUILDING
CHARLESTON, WEST VIRGINIA 25305-0139

Ex Officio Members:
DICK ESTILL
Executive Secretary
DANNY MYERS
Executive Director
West Virginia Association
Rehabilitation
Facilities

MINUTES

October 2, 1991
CONFERENCE ROOM
SHELTERED WORKSHOP OF WOOD COUNTY
1007 MARY STREET
PARKERSBURG, WEST VIRGINIA

The meeting of the Governor's Committee for the Purchase of Commodities and Services from the Handicapped was called to order at approximately 10:45 a.m. by Craig Greening, Chairman. Other members in attendance were Q. J. Humphreys, John Parker, Mark Workman (alternate for Diane Stout), and Everette Sullivan. Ex officio members in attendance were Danny Myers and Dick Estill. Invited guests were Stephen R. King, Division of Rehabilitation Services, and William C. Dearien, CEO, Sheltered Workshop of Wood County.

There being no additions or corrections, minutes of the meeting of August 26, 1991, were approved on motion by Q. J. Humphreys, seconded by Everette Sullivan.

The treasurer's report consisted of a beginning balance of \$5,000, encumbrances of \$300.60, and an ending balance of \$4,699.40.

The next item of business was the executive secretary's report. Dick Estill noted that he had received a complaint regarding sales of certain novelty items allegedly not "manufactured" at the Sheltered Workshop of Wood County. It was noted that these items must have been sold on a competitive bid basis as no transaction of this nature has been handled by the committee. Mr. Estill went on to update the committee relative to the purchasing seminars conducted at various locations in the state and presentations to these gatherings regarding the State Use Law.

The first contract presentation to the committee was for janitorial services for the Insurance Commission involving approximately 12,234 square feet. The work is to be done by Shawnee Hills and will consist of one supervisor and one worker, four hours a day each, or 1.0 FTEs. The annualized cost of this contract is \$12,462.48 or \$1.0112 per square foot. Motion was made by Q. J. Humphreys, seconded by Everette Sullivan that this contract be approved; motion passed unanimously.

The second contract presentation was for janitorial services to be performed by the Preston County Sheltered Workshop at Camp Dawson. The approximate size of this contract is 28,560 square feet, or \$1.3130 per square foot. This contract will provide employment to one supervisor and two workers at 50 percent productivity for six hours daily. Motion was made by Q. J. Humphreys, seconded by Everette Sullivan to approve this contract with the terms of the contract, if applicable, to be adjusted to comply with the Services Contract Act. Motion passed unanimously.

Winfield
The third contract presentation before the committee was the contract for the Department of Motor Vehicles janitorial services. This work involving Shawnee Hills has one supervisor and one worker, one hour daily each, and an annualized cost of \$4,223.23. Motion was made by John Parker, seconded by Q. J. Humphreys, that the contract be approved. Motion passed unanimously.

The fourth contract before the committee involved the Research and Training Center of the Division of Rehabilitation Services. There was a budget shortfall with this agency which necessitated that janitorial services they could afford be scaled back to three days per week. It was motioned by Everette Sullivan, seconded by Q. J. Humphreys, that there be attempts to have the contract remain in force as approved originally by the committee. Motion passed unanimously. Further, it was suggested by members of the committee that Danny Myers and John Parker contact DRS staff to see if any other remedies were possible. The committee also strongly suggested to Danny Myers that a member of the Research and Training Center staff meet with the committee if there were any problem whatsoever with the quality of janitorial services rendered.

The fifth contract presentation before the committee was for the state office building in Parkersburg, West Virginia, and was for the committee's information only since they had earlier approved language during last month's meeting permitting additional floor space to be added to this contract. The tenants and SWWC mutually agreed on this addition.

The sixth contract before the committee was the Air National Guard janitorial contract at Martinsburg, West Virginia, to be performed by the Eastern Panhandle Training Center. This contract involves approximately 84,708 square feet and provides full-time employment to a supervisor and seven workers. The approximate square footage cost of this contract is \$1.1194 per square foot or an annualized cost of \$94,818.30.

Danny Myers gave the committee an update on the rest stop maintenance proposal currently being negotiated with the Department of Transportation. A meeting is to be held on October 22, 1991, with those workshops interested in this proposal.

For the committee's information, brief vendor complaint presentations were made, one involving a client reprimanded for rudeness to a visitor at the Capitol Complex, and another at the Department of Health and Human Resources office at Huntington, West Virginia, involving communication problems encountered with a client/worker who is deaf.

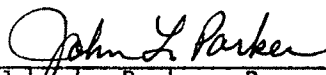
Danny Myers presented two draft policies to the committee on small value contracts and on work-center capability. The committee voted to table both policies until its next scheduled meeting.

The final item of business before the committee involved a recent meeting regarding controversy with two work centers performing the micro-filming statewide contract. The results of the meeting were that both

facilities agreed to split all work and marketing expenses evenly. Mr. Myers voiced concern that the Preston County Workshop had a significantly higher error rate with its work on this contract than the work of Precision Services.

There being no further business to be brought before the Committee, it was in adjournment with the time and place for the next meeting being Tuesday, November 19, 1991, at 9:30 a.m. at the Large P & P Conference Room at the West Virginia Rehabilitation Center Complex, Institute, West Virginia.

Craig A. Greening, Chairman



John L. Parker, Recorder